

**CA-PMM****Project Name:** Vehicle Financial Responsibility (VFR) - DMV Implem**OCIO Project #:** 2740-187**Department:** Motor Vehicles**Reporting Period:** From: \_\_\_\_\_ To: \_\_\_\_\_**Team Member to Project  
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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## Team Member to Project Manager


**CA-PMM****Project Name:** Vehicle Financial Responsibility (VFR) - DMV Implem**OCIO Project #:** 2740-187**Department:** Motor Vehicles**Reporting Period:** From: 7/1/09 To: 7/31/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Furlough Program	Milestone dates have shifted to incorporate three non-working Fridays a month	Revised schedule; continue to monitor schedule
2. Were any key milestones or deliverables rescheduled?	Yes	Furlough Program	Additional 21 calendar day delay to scheduled implementation.	Revised schedule; continue to monitor schedule
3. Was work done that was not planned?	Yes	Web Services Change Request	Delay in web services deployment for integration testing	Change request and contract amendment
4. Were there any changes to scope?	No	N/A	N/A	N/A
5. Were tasks added that were not originally estimated?	Yes	Web Services Change Request	Delay in web services deployment for integration testing	Change request and contract amendment
6. Were any tasks or milestones removed?	No	N/A	N/A	N/A
7. Were any scheduled tasks not started?	Yes	Furlough Program	Task dates have shifted to incorporate three non-working Fridays a month	Continue to monitor schedule
8. Are there any new major issues?	No	N/A	N/A	N/A
9. Are there any staffing problems?	No	N/A	N/A	N/A

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No	N/A	N/A
2. Do any key milestones or deliverables need to be rescheduled?	No	N/A	N/A
3. Is there any unplanned work that needs to be done?	Yes	Delay in web services deployment for integration testing	Vendor modifications to web services application
4. Are there any expected or recommended changes to scope?	No	N/A	N/A
5. Are there any tasks not originally estimated that will need to be added?	No	N/A	N/A
6. Are there any tasks or milestones that should be removed from the plan?	No	N/A	N/A
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Web services integrated testing	Revise web services testing dates
8. Are any major new issues foreseeable?	No	N/A	N/A
9. Are any staffing problems anticipated?	No	N/A	N/A

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## Project Manager to Sponsor

### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Test Plan approved, Back-end programming table builds, Web Services testing with two insurance companies

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Analysis	11/1/08	8/24/09	Delayed	Schedule originally estimated incorrectly; redirected resources for fee changes and furlough program impact have resulted in a delay of 48 days to the implementation date.	
Design	12/2/08	8/24/09	Delayed	Schedule originally estimated incorrectly; redirected resources for fee changes and furlough program impact have resulted in a delay of 48 days to the implementation date.	
Build	6/30/09	10/6/09	Delayed	Schedule originally estimated incorrectly; redirected resources for fee changes and furlough program impact have resulted in a delay of 48 days to the implementation date.	
Test	9/1/09	11/13/09	Delayed	Schedule originally estimated incorrectly; redirected resources for fee changes and furlough program impact have resulted in a delay of 48 days to the implementation date.	

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## Project Manager to Sponsor

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			x	Revised implementation date due to Furlough Program places the schedule variance at 10.26% which may be required to be addressed in a Special Project Report or in the Post Implementation Evaluation Report.
Milestones		x		Directly related to schedule impacts from furlough and mandated fee changes. Continue to monitor to insure no further slippage.
Deliverables		x		Directly related to schedule impacts from furlough and mandated fee changes. Continue to monitor to insure no further slippage.
Resources	x			
OneTime Cost	x			
Continuing Cost	x			

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## Sponsor to Executive Committee

### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
<b>Milestone</b>	<b>Target Date</b>	<b>Forecast Date</b>	<b>Status</b>	<b>If Delayed, Impact to Implementation Date</b>	<b>Date Completed</b>
Analysis	11/1/08	8/24/09	Delayed	Redirected resources for fee changes and furlough program impact have resulted in a delay of 48 days to the implementation date.	
Design	12/2/08	8/24/09	Delayed	Redirected resources for fee changes and furlough program impact have resulted in a delay of 48 days to the implementation date.	
Build	6/30/09	10/6/09	Delayed	Redirected resources for fee changes and furlough program impact have resulted in a delay of 48 days to the implementation date.	
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<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	<b>On Plan &lt;5%</b>	<b>Caution 5-10%</b>	<b>Significant Variance &gt;10%</b>	<b>Action Required</b>
Schedule			x	Revised implementation date due to furlough program places the schedule variance at 10.26% which may be required to be addressed in a Special Project Report or in the Post Implementation Evaluation Report.
Milestones		x		Directly related to schedule impacts from furlough and mandated fee changes. Continue to monitor to insure no further slippage.



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Deliverables		x		Directly related to schedule impacts from furlough and mandated fee changes. Continue to monitor to insure no further slippage. The vendor for the automated telephone solution has previously provided the department with other automated telephone solutions and is familiar with the department's needs.
Resources	x			
One Time Cost	x			
Continuing Cost	x			

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Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	2 Red	
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	1 Yellow	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	
	Medium	1		

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	Weak	2	5
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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2	Red	
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2	Red	
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
<b>Total</b>			<b>7</b>	<b>G</b>	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

### Vendor Viability Rating Rationale

The vendor that was awarded the web services project is the same vendor that currently administers the Vehicle Registration Financial Responsibility Program for California DMV and is familiar with the programs and functions required for this project. The vendor has multiple web services applications in production with other clients that are of similar complexity and deployed in similar type environments. The vendor that was awarded the automated telephone system solution has previously worked with the department providing similar automated applications.